



**Policy:** 4015  
**Procedure:** 4015.01  
**Chapter:** Classification and Case Management  
**Rule:** Juvenile Transition Planning and Readiness for Release

**Effective:** 5/13/08  
**Replaces:** N/A  
**Dated:** 05/02/08

### **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) shall have readiness for release criteria and transition planning for all juveniles. This system shall ensure proper identification of transition needs and a checklist of readiness for release for all juveniles while in secure care. Juveniles shall be properly prepared for transition as demonstrated by completion of Stages of Progress I through IV of ADJC System for Change treatment program. Juveniles who have successfully completed their readiness for release criteria and transition planning shall be moved to the community according to needs and special circumstances.

### **Rules:**

#### **1. Transition Planning:**

- a. Following a juvenile's admission and by day 30 of a juvenile's arrival, the **MULTIDISCIPLINARY TEAM (MDT)** shall ensure:
  - i. A Transition Plan is in place, utilizing the Continuous Case Plan (CCP) as a reference and Youthbase as a recording mechanism in accordance with Procedure 4200.06 Continuous Case Plan;
  - ii. The Transition Plan includes discussions and protocols in accordance with Procedure 4200.07 Multidisciplinary Team;
  - iii. The Transition Plan includes the results of the screening and assessment process, including the consideration of the juvenile's home environment.
- b. The **PAROLE OFFICER (PO) OR DESIGNEE** shall complete his/her assigned duties in accordance with Procedure 4200.06 Continuous Case Plan as follows:
  - i. Enter transition planning information on every juvenile into the automated CCP by day 30 of the juvenile's arrival to secure care in accordance with Form 4200.06A Continuous Case Plan Youthbase Instructions;
  - ii. Review and update this information on a monthly basis, as necessary.

#### **2. Preparation for Release:**

- a. Following a juvenile's admission and by day 30 of a juvenile's arrival, the **MDT** shall prepare for transition and release of a juvenile (Stage of Progress IV) using the following forms:
  - i. The **YOUTH PROGRAM OFFICER (YPO) III CASE MANAGER OR DESIGNEE** shall use Form 4015.01A1 Preparation for Release from Secure Care – Institution Duties;
  - ii. The **PO OR DESIGNEE** shall use Form 4015.01A2 Preparation for Release from Secure Care – Community Duties.
- b. At every MDT Staffing in accordance with Procedure 4200.07 Multidisciplinary Team the **MDT** shall discuss juvenile aftercare options;
- c. At every MDT Staffing in accordance with Procedure 4200.07 Multidisciplinary Team the **PO, FAMILY SERVICES COORDINATOR (FSC), OR DESIGNEE** shall:
  - i. Discuss the placement options at each MDT staffing:
    - (1) Record the placement options and Supervision Plan in the CCP Prognosis Transition section.
  - ii. Complete Service Request as necessary in accordance with Procedure 4661.08 Residential Placement Process;

- iii. Follow all requirements for Difficult-to-Place Juveniles in accordance with Procedure 4610.11 Difficult-to-Place Juveniles;
- iv. Follow all requirements for CPS contact and coordination in accordance with Procedure 4610.12 Coordinating with Child Protective Services;
- v. Ensure frequent communication with institutional members of the MDT to ensure the release date is verified;
- vi. Determine if the juvenile will need any Medical/Behavioral Health Services:
  - (1) List the aftercare services the juvenile will require:
    - (a) Mental Health treatment;
    - (b) Substance Abuse Disorder treatment; or
    - (c) Sexual Offender treatment.
  - (2) Determine what level of services will be required for the juvenile upon release:
    - (a) Community Support;
    - (b) Out Patient Counseling;
    - (c) Intensive Out Patient Counseling;
    - (d) Residential.
  - (3) Determine the type of funding source for which the juvenile will be eligible:
    - (a) Tribal Regional Behavioral Health Authority (TRBHA) or Regional Behavioral Health Authority (RBHA);
    - (b) Arizona Health Care Cost Containment System (AHCCCS);
    - (c) KidsCare;
    - (d) Private;
    - (e) ADJC.
- vii. For juveniles who have an open case with TRBHA or RBHA, the **PO, FSC, OR DESIGNEE** shall:
  - (1) Complete the RHBA referral no less than 90 days before the Anticipated Treatment Completion Date (ATCD);
  - (2) Attend the Child and Family Team (CFT) meeting that is scheduled by the institution;
  - (3) Schedule an appointment with the community Psychiatrist for medication;
  - (4) Inform the assigned YPO III Case Manager of the date/time of the scheduled appointment; and
  - (5) Record this information in the Youthbase Contacts section.
- viii. For juveniles who are or will be covered under AHCCCS (Title XIX) or KidsCare (Title XXI) upon release complete Form 4610.13B Turn Around Document to inform AHCCCS/DES Liaison of juvenile's release;
- ix. For juveniles who are or will be covered under KidsCare upon release:
  - (1) Provide AHCCCS/DES KidsCare Application to legal guardian to complete;
  - (2) Update CCP with plan for juvenile to access medical services in the community.
- x. For juveniles who have parents/guardians who are financially responsible and have private insurance, request that the parents/guardians arrange for recommended services to be provided through their insurance;
- xi. For juveniles who will be funded through ADJC, follow the process for accessing services in accordance with Procedure 4661.08 Residential Placement Process;
- xii. For juveniles who will have behavioral health placements, the **PO/FSC,OR DESIGNEE** shall:
  - (1) Develop the RBHA referral at the CFT Staffing;
  - (2) Coordinate with RBHA to secure placement at least 60 days before the juvenile's ATCD;
  - (3) Record this information in the Youthbase Contacts program.
- xiii. For juveniles who qualify for Interstate Compact, the **PO OR DESIGNEE** shall process the Interstate Compact referral from the institutional YPO III Case Manager at least 45 days before the juvenile's ATCD;

- xiv. For juveniles who qualify for Special Education services, the **TRANSITION COORDINATOR (TC) OR DESIGNEE** shall ensure that the juvenile's Community Education Plan is finalized and recorded by the end of Stage of Progress III (30 days prior to the juvenile's ATCD);
- xv. For juveniles who are involved with Immigration and Customs Enforcement (ICE), the **PO OR DESIGNEE** shall instruct the juvenile to contact him/her in the event that the juvenile is released from the ICE detainment or returns to the United States;
- xvi. For juveniles who will be going on Conditional Liberty (parole), the **PO OR DESIGNEE** shall ensure that the placement options (if applicable) and Supervision Plan in the CCP Prognosis Transition section has been updated to reflect any changes made to the plan and have been recorded prior to the JCRB.

3. The following information shall be continuously updated on Form 4015.01A1 Preparation for Release from Secure Care – Institution Duties and completed by the beginning of the juvenile's Stage of Progress IV:

- a. The **YPO III CASE MANAGER** shall ensure that s/he has:
  - i. Contacted the Inspections and Investigations Division (IID) Officer for updates on any open investigations and/or pending charges incurred while under ADJC supervision;
  - ii. Checked with county officials or has obtained updated county profile regarding any pending charges;
  - iii. Arranged for a National Criminal Information Center (NCIC) and an Arizona Crime Information Center (ACIC) warrant check to ensure that the juvenile has no pending charges or warrants;
  - iv. Submitted a request to the Chief Administrator of Safe Schools and the Deputy Director for approval for the juvenile to be released to the community although the juvenile has pending charges that will be left in pending status;
  - v. Contacted the County of residence and County where the offense took place if the committing county and the county of residence are different;
  - vi. Followed all requirements for Difficult-to-Place Juveniles in accordance with Procedure 4610.11 Difficult-to-Place Juveniles;
  - vii. Followed all requirements for CPS contact and coordination in accordance with Procedure 4610.12 Coordinating with Child Protective Services.
- b. The **QUALIFIED MENTAL HEALTH PROFESSIONAL (QMHP)** shall:
  - i. Determine if the juvenile will need any Medical/Behavioral Health Services:
    - (1) List the aftercare Services the juvenile will require:
      - (a) Mental Health treatment;
      - (b) Substance Abuse Disorder treatment; or
      - (c) Sexual Offender treatment.
    - (2) Determine what level of services will be required for the juvenile upon release:
      - (a) Community Support;
      - (b) Out Patient Counseling;
      - (c) Intensive Out Patient Counseling;
      - (d) Residential.
    - (3) Determine the type of funding source for which the juvenile will be eligible:
      - (a) T/RHBA;
      - (b) AHCCCS;
      - (c) KidsCare;
      - (d) Private;
      - (e) ADJC.
  - ii. Ensure that this information is given to the YPO III Case Manager for Recording in Form 4015.01A1 Preparation for Release from Secure Care – Institution Duties;
  - iii. Completed Form 4250G Transfer Discharge Summary within 24 hours prior to release of juveniles being released to placement, court, or hospital.
- c. The **YPO III CASE MANAGER** shall:

- i. Establish CFTs and schedule meetings, where applicable;
- ii. Record information that is supplied by the QMHP in Form 4015.01A1 Preparation for Release from Secure Care – Institution Duties;
- iii. Coordinate with Health Unit/Qualified Health Care Professional (QHCP) to ensure that the juvenile has an adequate medication supply for continuity of care, including scheduled follow-up appointments upon return to the community;
- iv. Ensure frequent communication with the PO/FSC/TC, or designee to ensure that release date is verified;
- v. For juveniles who qualify for Interstate Compact:
  - (1) Complete and submit the Interstate Compact Packet by the beginning of Stage of Progress III; and
  - (2) Record the contact with Interstate Compact PO in the Youthbase Contact section.
- vi. For juveniles who qualify for Vocational Rehabilitation:
  - (1) Make a referral to the Vocational Rehabilitation representative by the beginning of Stage of Progress III; and
  - (2) Record the contact in the Youthbase Contact section.
- vii. For juveniles who qualify for special education services, check with Education personnel to see if the juvenile has a current IEP. If the juvenile has a current IEP:
  - (1) Invite Education to all MDT Staffings to discuss Education Transition;
  - (2) Ensure that all MDT members have been informed that the juvenile has an Individualized Education Plan (IEP);
  - (3) Monitor the IEP to ensure that it is updated annually by Education staff.
- viii. For juveniles who are not citizens of the United States of America, follow all processes in accordance with Procedure 4014.01 Foreign Born Juveniles in Reception, Assessment, and Classification;
- ix. For juveniles turning 18 years old:
  - (1) Follow all processes in accordance with Procedure 4610.08 Personal Outline for Independent Living by completing Form 4610.08A Personal Goals and Independent Living Discharge Plan;
  - (2) Ensure that the ADJC Director has been notified of the release of any juvenile adjudicated for an offense resulting in the loss of life in accordance with Procedure 4091.01 Release Process for a Juvenile Turning 18 years Old.
- d. The **QUALIFIED EDUCATION PERSONNEL** shall:
  - i. Prepare and provide transition updates at all MDT Staffings;
  - ii. Ensure that all juveniles that have an IEP have it reviewed and updated annually;
  - iii. Work with the YPO III Case Manager if the juvenile has received special education services but does not have a current IEP to ensure that:
    - (1) The meeting is held;
    - (2) The results are given to the MDT at each Staffing.
  - iv. Coordinate with the TC prior to all MDT Staffings so that the TC can coordinate with the community school.
- e. A **QUALIFIED HEALTH CARE PROFESSIONAL (QHCP)** shall:
  - i. Complete Form 4015.01D Medical Transition Summary for juveniles released to home, placement, court, or hospital at the beginning of Stage of Progress IV (30 days before ATCD) and forward the completed form to the **YPO III CASE MANAGER** who shall share this with the MDT Team;
  - ii. Coordinate with the prescribing provider to ensure that an adequate supply of medications will be on hand when the juvenile is released.

**4. Readiness for Release:**

- a. The **YPO III CASE MANAGER** shall prepare and ensure that Form 4015.01B Readiness for Release is presented at:
  - i. Every MDT Staffing in accordance with Procedure 4200.07 Multidisciplinary Team;

- ii. Juvenile Community Reentry Board (JCRB) in accordance with Procedure 4090.01 Juvenile Community Reentry Board.
- b. The **MDT** shall:
  - i. Discuss and develop all juvenile readiness for release criteria at the Initial MDT Staffing and these criteria shall be recorded in the Juvenile CCP;
  - ii. Discuss the readiness for release criteria of each juvenile at each subsequent MDT Staffing;
  - iii. Discuss the Readiness for Release Criteria at any Special Staffing, CFT, or at any time, based on the needs of the individual juvenile.
- c. The **RECEPTION, ASSESSMENT, AND CLASSIFICATION (RAC) QMHP** shall ensure that all juveniles committed to ADJC complete the RAC process before release from a secure facility in accordance with Policy 4010 Reception, Assessment, and Classification;
- d. The **MDT** may recommend release of a juvenile and the **FACILITY SUPERINTENDENT** may release a juvenile from a secure school if s/he meets the following criteria:
  - i. The juvenile has completed an assigned minimum length of stay:
    - (1) Court-ordered minimum lengths of stay take precedence over the ADJC classification guideline;
    - (2) In the absence of a court-ordered minimum length of stay, the ADJC classification guideline will have assigned the juvenile, if applicable, a minimum length of stay of 30 days.
  - ii. The juvenile does not have a court-ordered minimum length of stay, and the JCRB and the ADJC Director or designee have approved the release to conditional liberty status before the ADJC assigned 30 day minimum length of stay;
  - iii. In the event of a serious medical condition or other extraordinary circumstance that would justify release before a juvenile's completing his/her court-ordered minimum length of stay, **ADJC** may request that the County Attorney, in the county from which the juvenile was committed, petition the committing court for a reduced length of stay. **ADJC PERSONNEL** shall:
    - (1) Coordinate such requests through the Legal Systems Assistant Director; and
    - (2) Obtain the ADJC Director's approval before submission to the County Attorney.
  - iv. At a minimum, the juvenile has completed the secure care component of his or her CCP and meets readiness for release criteria as determined by a JCRB as listed below:
    - (1) **Juvenile Dynamic Risk Instrument** - Juvenile has met standard when:
      - (a) Juvenile has a low risk to re-offend as determined by the ADJC Dynamic Risk to Re-Offend Assessment;
        - (i) If it is anticipated that the juvenile will be low risk to re-offend by the scheduled release date, based on current information, the JCRB can grant release approval as long as the information is updated to reflect the information in current documentation by the release date.
      - (b) Juvenile has a moderate dynamic risk to re-offend and all items pertaining to this moderate risk have been addressed in the juvenile's treatment plan in regard to transition;
      - (c) If applicable, juvenile has a low risk to re-offend as determined by the ADJC Sex Offender Risk to Re-Offend Assessment;
      - (d) Juvenile has a moderate dynamic risk to re-offend according to the Juvenile Sexual Offender Assessment Protocol (J-SOAP) and all items that have elevated this risk to moderate have been addressed in the juvenile's treatment plan in regard to transition;
    - (2) **Behavioral/Supervision Status** - If the juvenile is challenged to meet the following criteria, the **QMHP** shall determine if alternate criteria have been met. Juvenile has met standard when:
      - (a) Juvenile has no documented incident reports in the past 30 days in which the juvenile was a "suspect;"

- (b) Juvenile exhibits appropriate behavior 85% of the time with no moderate or major rule violations to include acts of violence against self and others;
  - (c) Juvenile has no adjudications or pending charges for behavior while under ADJC supervision or has no charges according to an updated Warrant Check for both NCIC and ACIC;
    - (i) Juveniles who have pending charges are only eligible for release to the community with written approval from the Chief Administrator of Safe Schools and the Deputy Director;
  - (d) Juvenile has demonstrated self-management, coping, and problem-solving skills;
  - (e) Juvenile has assumed a leadership role in the ADJC Changing Attitudes and Behaviors (ACAB) Group process;
  - (f) Juvenile has assumed a leadership role in supporting ADJC community norms;
  - (g) Juvenile has actively planned for self-efficacy upon return to the community and completed the New Freedom Community Relapse Prevention Plan.
- (3) **Treatment Status** - If the juvenile is challenged to meet the following criteria, the **QMHP** shall determine if alternate criteria have been met. Juvenile has met standard when:
- (a) Juvenile is at Stage of Progress IV according to ADJC System for Change.
  - (b) Juvenile has met 85% of critical treatment objectives, as defined by the MDT in the CCP;
  - (c) Juvenile has attended, participated in, and completed 85% of the New Freedom Orientation and Motivational Enhancement Activities (RH1-15, AM1, RH24/PS3);
  - (d) Juvenile has demonstrated knowledge and understanding of personal triggers (most dangerous temptations, high-risk people, places, things, feelings, and situations) and relapse prevention behavior and completed assigned New Freedom activity sheets;
  - (e) Juvenile has identified the most troublesome areas or issues from past experience with relapse and completed assigned New Freedom activity sheet;
  - (f) Juvenile has identified and addressed likely issues to be faced upon returning to the community and family and completed assigned New Freedom activity sheets;
  - (g) Juvenile has demonstrated ability to understand impact of behavior on community and completed final draft of the New Freedom community relapse prevention;
  - (h) Juvenile has completed any additional specialized treatment and successfully completed all New Freedom and other specialized activity sheets;
  - (i) Juvenile has identified local and neighborhood resources for external support and completed assigned New Freedom activity sheet;
  - (j) Juvenile has participated in the process, and has reviewed Case Plan Transition/PO Activities Section and signed the document where appropriate;
  - (k) Juvenile has actively engaged with the PO or FSC;
  - (l) Juvenile has knowledge of future treatment support as part of Community Supervision Plan;
  - (m) Juvenile has reviewed with MDT members the New Freedom Community Relapse Prevention Plan;
  - (n) Juvenile has taken a post Massachusetts Youth Screening Instrument-2 (MAYSI-2).

- (4) **Education Status** – If the juvenile is challenged to meet the following criteria, the Special Education Personnel shall determine if alternate criteria have been met. Juvenile has met standard when:
      - (a) Juvenile has met 85% of critical treatment objectives, as defined by the Education Staff of the MDT in the CCP;
      - (b) Juvenile has exhibited active participation in meeting Education goals;
      - (c) Juvenile has had active engagement with PO or TC and exhibits knowledge of future Educational and/or Vocational Plan;
      - (d) Juvenile has completed the Test for Adult Basic Education (TABE) Post Test;
      - (e) Juvenile has not been in Alternative Education (AE) in the last 30 days;
      - (f) Juvenile has participated in Recreation;
      - (g) Juvenile is currently passing all classes;
      - (h) Juvenile has completed the Education Portfolio.
    - (5) The **MDT** may add other critical objectives required for juvenile release on a case-by-case basis for specific juvenile needs;
    - (6) The juvenile meets the criteria for discharge in accordance with Policy 2310 Discharge.
  - e. In accordance with Procedure 4090.01 Juvenile Community Reentry Board (JCRB) the **FACILITY SUPERINTENDENT** shall ensure that the JCRB members include, at minimum the:
    - i. Facility Superintendent;
    - ii. Facility Education Principal;
    - iii. Facility Psychologist; or
    - iv. Authorized delegates.
  - f. After pre-approval from the JCRB and the Deputy Director, the **ADJC DIRECTOR** shall approve the release of all capital offenders (a capital offense is any commission of a Class One, Class Two, or Class Three felony that results in the loss of life) and juveniles who do not have a court-ordered minimum length of stay and who are recommended for release before the completion of the minimum length of stay indicated by the ADJC classification guidelines;
  - g. The **FACILITY SUPERINTENDENT, CLASSIFICATION ADMINISTRATOR**, and the **VICTIMS' RIGHTS ADMINISTRATOR** shall ensure that notifications are sent to all parties required by state law and in accordance with Procedure 1119.04 Confidentiality for Victims in the event of a juvenile's release from secure care:
    - i. The **VICTIMS' RIGHTS OFFICE** shall notify the victim of the hearing and encourage participation;
    - ii. The **YPO III CASE MANAGER** shall notify the committing court and the County Attorney of the JCRB should they wish to have input in the decision;
    - iii. The **JCRB** shall consider any statements submitted by the committing court, the County Attorney, and the victim before granting conditional liberty;
    - iv. The **VICTIMS' RIGHTS OFFICE** shall notify the victim of the JCRB decision, whether or not the juvenile is released from a secure facility;
    - v. If conditional liberty is granted:
      - (1) The **APPROVING AUTHORITY** shall provide the committing court and the County Attorney with a copy of the written terms of conditional liberty;
      - (2) The **VICTIMS' RIGHTS OFFICE** shall forward a copy of the written terms of conditional liberty to the victim, if applicable.
5. **Release to the Community/Absolute Discharge:**
- a. The **YPO III CASE MANAGER** shall prepare and complete Form 4015.01C Juvenile Release Check Out on the day of the juvenile's departure from a secure facility to community or absolute discharge;

- b. Once a juvenile has been approved for release to the community from the institution and on the day of his/her check out, the **YPO III CASE MANAGER** shall ensure the following is completed and recorded on Form 4015.01C Juvenile Release Check Out:
- i. Verification signature/date that the A-Form was signed by an Assistant Superintendent or Superintendent;
  - ii. Exit Survey, conducted by the Juvenile Ombuds (JO) on the day of release;
  - iii. Inventory and search of assigned juvenile unit property;
  - iv. Inspection of room and cleared for release;
  - v. Property in storage collected and given to juvenile upon release;
  - vi. Housing Unit Headcount Sheet/Picture Panel updated;
  - vii. Juvenile Mail and Phone Log attached to Check Out form;
  - viii. DNA testing (if applicable);
  - ix. Indication of party authorized to pick up juvenile to include name/relationship to juvenile/placement name/placement address;
  - x. Identification of party juvenile released to, by whom, and date/time;
  - xi. Verification that the juvenile check out at the Health Unit is accomplished including:
    - (1) Juvenile has current immunizations and immunization records;
    - (2) Form 3060.05A Medical Discharge is complete; and
    - (3) Medication for community is supplied as necessary;
  - xii. Juvenile identification (for an 18 year old or a juvenile who will travel by air);
  - xiii. Verification that the juvenile's address is current on check out form and Youthbase;
  - xiv. Completed Juvenile Release Check Out form is turned in to Security Control.

**Signature Date**

5/13/2008

**Approved by Process Owner**

Kellie M. Warren

Kellie M. Warren, Psy.D., Deputy Director

**Effective Date**

5/13/08

**Approved by**

Michael D. Branham

Michael D. Branham, Director